



US Army Corps of Engineers

Chief of Engineers

Design and Environmental Awards Program - 1998

Instructions

Headquarters
Directorates of Military Programs and Civil Works
Engineering Divisions
Washington, DC

**CHIEF OF ENGINEERS
DESIGN AND ENVIRONMENTAL AWARDS PROGRAM - 1998**

1. GENERAL.

a. Purpose. These instructions establish the objectives, categories of competition, eligibility requirements, deadlines, submission requirements, jury composition, criteria for judging, and the types of awards in the Chief of Engineers Design and Environmental Awards Program for 1998.

b. Background. The Chief of Engineer's Design and Environmental Awards Program dates back to 1965 when it was first held as the Chief of Engineer's Distinguished Architectural Achievement Awards with ten entries, for which two awards were given. In 1966, the name was changed to the Chief of Engineer's Distinguished Architectural and Engineering Achievement Awards. The program continued to expand to include Landscape Design in 1968, and in 1969 the name was changed to simplify the Chief of Engineer's Distinguished Design Awards. In 1978, a greater emphasis was placed on the environment and the program became the Chief of Engineer's Design and Environmental Awards Program. Over the years, a total of 423 awards have been given. Changes made for the 1991, 1992, 1994, and 1996 programs remain in affect for the 1998 program, e.g., an interdisciplinary jury approach, changes to align the program more closely with the organizational structure of the U.S. Army Corps of Engineers (USACE), greater flexibility for submissions and greater flexibility for awards based on the submissions, and the assurance that the program addresses constructed projects, as well as other types of professional design works that either demonstrate or stimulate design excellence. Lessons learned from previous programs are provided at Appendix B and should be reviewed to improve the quality of submissions for the 1998 program.

2. APPLICABILITY. These instructions apply to all USACE Major Subordinate Commands (MSC), district commands and technical centers, laboratories, and Field Operating Activities (FOA).

3. OBJECTIVES. The objectives of the awards program are to recognize and publicize the achievement of design excellence as it relates to the various design professions, and to the natural and built environment.

4. CATEGORIES OF COMPETITION. Two major competition categories have been established for the annual program.

a. Military Programs. This category includes MCA, MCAF, MCAR, NAF, Surcharge, DERA, Superfund, Host Nation, or civilian agency funded projects that fall under the responsibility of the Directorate of Military Programs.

b. Civil Works. This category includes Civil Works, state and local, civilian agency, or foreign funded projects that fall under the responsibility of the Directorate of Civil Works.

5. ELIGIBILITY. All constructed projects and other professional design works executed by a USACE MSC, district or technical center, laboratory, or FOA are eligible for submission, regardless of the funding source.

a. Constructed projects are defined as any design effort that has resulted in a complete and usable facility, structure, or other constructed endeavor. Other types of professional design works are defined as efforts that directly demonstrate or stimulate excellence in design but have not necessarily resulted in an actual constructed project. Professional works may include, but are not limited to, comprehensive master plans, standard designs or other USACE-wide design criteria, research products that have been technologically transferred and implemented, installation design guides, urban or rural area revitalization or recreational use plans, historic preservation and restoration plans, or land and water reclamation and conservation plans. Concept designs or other construction project design submittals are not eligible to compete.

b. All projects must have been completed and in use (i.e., constructed, published, implemented, etc.) within four years prior to the date of submission.

c. A project may be resubmitted until it wins an award, or until it exceeds the competition time frame for submittal.

6. DEADLINE FOR RECEIVING SUBMISSIONS. Competition entries must be submitted to Commander, U.S. Army Corps of Engineers, ATTN: CEMP-EA, 20 Massachusetts Ave., N.W., Washington DC 20314-1000, and must be received no later than the close of business on Friday, 30 January 1998.

7. SUBMISSION REQUIREMENTS. Projects must be submitted in either the Military Programs or Civil Works category, based on the type of funding that supported the project. Applicants are encouraged to carefully select submission materials that clearly communicate in narrative and graphic form the significance and totality of their projects. Submissions for constructed projects will differ from those presented for professional works.

a. General Requirements. All materials must be organized and presented in a manner to facilitate review and judging. Careful preparation and presentation will better enable the juries to understand and evaluate the projects.

(1) All materials must be contained in a single, standard size (approximately 9-1/2" by 11-1/2"), black, three-ring, looseleaf notebook not to exceed 1" in thickness.

(2) All materials must be in 8-1/2" by 11" transparent sleeves for display.

(3) Two (2) additional, identical sets of materials must be submitted in two (2) separate 9" by 12" manila envelopes with the project name, location, submitting office, and points of contact (including technical and public affairs contacts, their office symbols, mailing addresses, and phone numbers).

(4) To ensure impartiality during judging, the identity of the USACE office(s), contract firms, Federal or non-Federal sponsors, or other organizations and individuals responsible for the project, shall be excluded from all materials, except the Confidential Information Sheet and the front of each manila envelope containing the two additional sets.

(5) Quality, well thought out, and carefully prepared submissions are expected. However, expensive or excessively sophisticated presentations are discouraged.

b. Confidential Information Sheet. A Confidential Information Sheet must be submitted with each entry (see format at Appendix A). All applicable information must be provided. Any portions of the information sheet that are not applicable should be so marked. Submissions may be returned by HQUSACE if all required information or signatures are not provided.

(1) **Accuracy and Completeness.** Confidential Information Sheets must be carefully checked for completeness and accuracy in order to ensure that all information is correct and that credit is given to all participants involved with the project. These

sheets are used to publicize award winners, develop award certificates and plaques, and to prepare various presentations and exhibitions concerning the awards program. The improper spelling of, or reference to, an organization, contract firm, sponsor, individual, or other professional responsible for the work can be quite embarrassing.

(2) Signatures. All Confidential Information Sheets must be signed by the commander of the MSC, district, laboratory, or FOA submitting the project. The signature on this sheet serves as a copyright and materials release which indicates that permission has been granted by the owner, sponsor, photographer, or other appropriate parties, to reproduce and publish photos and other submitted material.

(3) Confidentiality. When complete and accurate, the Confidential Information Sheet should be inserted into a separate transparent sleeve. This sleeve will be removed from the binder and a number assigned to each submission prior to judging.

c. Narrative Data. Narrative data will vary depending on the type of project. However, regardless of the type of project, this data will be limited to two typewritten sheets to be inserted back to back in the first transparent sleeve. The following data, as appropriate, should be submitted for all projects:

(1) Name and Funding. Project name and type of funding.

(2) Location. City, county, installation, lake, township, state, country, etc.

(3) Program and Solution. Design program (requirements) or initial problem statement and solution. Describe the design problem, the approach to the problem, and the design solution. Describe how the design requirements (program) or initial problem has been met. Discuss any unusual problems, new techniques, or budgetary and time constraints encountered.

(4) Cost Information. Programmed amount or cost target and final construction or other costs. Include cost savings and/or avoidance figures where appropriate.

(5) Innovation. Describe any innovative or significant design procedures, processes, standards or guidelines under which the project was developed or those the project created.

(6) User Satisfaction. Provide a statement indicating that the user is satisfied with the project as constructed or the professional work as implemented.

(7) Compatibility. For constructed projects or other entries as appropriate, discuss the compatibility of the design with the existing environment. Describe relationships to other facilities and the surrounding environment, the appropriateness of construction methods and materials to the physical environment, as well as the geological and geographic environment and climate as appropriate.

(8) Siting. For constructed projects or other entries as appropriate, discuss the rationale for the siting and site design, orientation, land use, pedestrian and vehicular circulation and parking, and the landscape design and plant selection. Explain how the facility conforms to an overall design program, installation design guide, and comprehensive master plan.

(9) Technology and Energy Conservation. As appropriate, discuss any unique features or energy conservation measures that enhance the architectural and engineering aspects of the design, such as building orientation, solar shading, thermal behavior, heating and cooling systems, lighting efficiency, energy monitoring systems, and the impact of the building layout on energy efficiency.

(10) Environmental Impact. Discuss environmental aspects of the project and how the project considers and/or mitigates environmental impacts upon natural resources.

(11) Accessibility for Handicapped. If appropriate, describe any features that have been included in the project to assure accessibility for physically handicapped persons.

(12) Summary. In one sentence, briefly explain why the construction project or other type of professional work is unique or special. **Note:** This summary, along with the slide labeled as number one, will be the first information presented to the jury and should be carefully developed.

d. Graphic Data. Graphic data included in the submission (i.e., drawings, photographs, and slides) will vary depending on the type of project. Graphic data is limited to twenty (20) sheets to be inserted back to back in transparent sleeves, plus one standard transparent sleeve containing a maximum of twenty (20) 2" by 2" 35mm slides. The first sheet of graphic data shall be an index of all drawings, photographs, and slides contained in the submission. Care must be taken in selecting graphic material to ensure that the narrative data is supported, and that minimum submission requirements are met. The following graphic data, as appropriate, should be submitted:

(1) Drawings. Drawings may be in any medium as long as the drawings are of presentation quality suitable for exhibition, such as rendered drawings. All drawings must be in 8-1/2" by 11" format and should have a graphic scale. Material on larger sheets, or folded or rolled sheets, will not be considered during judging. Only drawings appropriate for explaining the project should be submitted. Extraneous details should be excluded.

(a) For constructed projects, drawings should be similar to a concept stage presentation and include a site plan(s) portraying the actual site as developed and showing the project and its immediate environs, a floor plan(s) identifying major areas, and one or more sections sufficient to explain the solution. Interior design projects should show furniture layout plans. Small scale reproductions of working drawings detract from the submission and should not be included.

(b) For professional design works, such as standard designs, installation design guides, or comprehensive master plans, drawings should include, as appropriate, a site plan(s) showing an ideal site, a floor plan(s) identifying major areas, one or more sections sufficient to explain the design, typical elevations, renderings, furniture layout plans, a long-range facility plan and/or other component(s) of a comprehensive plan, such as a transportation or land-use plan, or a historic preservation and restoration plan.

(2) Photographic Prints. Sufficient 8" by 10" photographic prints should be submitted to show the salient features of the project and support the narrative data.

(a) All prints, whether black and white or natural color, should be glossy finished and inserted back to back in transparent sleeves.

(b) One natural color and one black and white glossy print are required as a minimum for all entries.

(c) For constructed facilities or building designs, views of all exterior elevations and at least one view of the interior are required. At least one of the exterior and one of the interior prints must be in natural color. The remainder may be in black and white or color. Exterior views should show the total project and not be limited to minor details.

(d) For projects concerning major rehabilitation or historical preservation, submit exterior and interior prints of the predesign conditions, if available.

(e) All prints must have the project name and location on the back for identification purposes.

(f) Original negatives of all photographic prints should be retained by the public affairs office of the submitting organization. If required later, HQUSACE will specifically request original negatives to be submitted.

(3) Slides. Sufficient 2" by 2" 35mm slides should be submitted to show the salient features of the project and support the narrative data.

(a) All slides shall be inserted into one standard transparent sleeve designed to contain a maximum of twenty (20) 2" by 2" 35mm slides.

(b) A minimum of five natural color 2" by 2" 35mm slides are required for all entries.

(c) For constructed facilities or building designs, a minimum of three exterior views and two interior views are required in 35mm slide format.

(d) For projects concerning major rehabilitation or historical preservation, submit exterior and interior 35mm slides of the predesign conditions, if available.

(e) All 35mm slides must be numbered and labeled with the project name and location for identification purposes. **Note:** The slide labeled as number one will be used along with the one sentence summary from the narrative data for initial presentation to the jury members. This slide should be coordinated with the summary.

(f) Slides of photographs or working drawings detract from the submission and should not be included.

(4) Photography Standards. Dramatic, quality pictures (whether 8" by 10" prints or 2" by 2" 35mm slides) show off a project and sell it to the jurors.

(a) Good photographic composition and picture quality are essential elements for the submission. The photographs should tell the complete story of the project and focus on unique aspects from a variety of angles, lighting and framing conditions. Avoid showing excessive foregrounds in the photographs and exclude such items as garbage dumpsters, light poles, wires, automobiles, barren landscapes, and dead trees. Framing a constructed facility with appropriate landscaping in the foreground, or taking

photographs when parking lots are empty, can enhance a submission.

(b) Outdoor photographs should be taken on sunlit days to reveal colors, textures, and shadows. The time of day and season of the year are also important in creating a complimentary view of a project. A photograph with sunrise or sunset lighting can be very dramatic and is encouraged to enhance the submission.

(c) Constructed projects should be photographed in their entirety and framed to show their relationship to the surrounding environment.

(d) People should be included in photographs, as appropriate, to provide human scale and to show a built facility in use.

8. JUDGING.

a. Jury Composition. There will be two interdisciplinary juries of five design professionals each, one jury for the Military Programs category and one for the Civil Works category. Each jury will be encouraged to act as a design team, with the individual jurors representing areas such as architecture, engineering, landscape architecture, interior design, urban design, environmental design, and planning. The actual disciplines of the jury members may vary based on program requirements.

b. Criteria for Judging. The following criteria will guide the juries in judging submissions:

(1) Purpose. The project must make a contribution that improves the users' ability to fulfill their mission, i.e., the operational and functional quality of the constructed facility or the impact of the professional work on mission effectiveness.

(2) Leadership. The project should demonstrate or stimulate exemplary design practices, criteria and standards development or application, and serve as a model for future design activities.

(3) Cost. The project should be cost-efficient on a life-cycle basis and should demonstrate or stimulate careful design and planning that does not sacrifice performance or quality.

(4) Aesthetics. The project must demonstrate or stimulate aesthetic sensibility in terms of image, form, texture, and context, both in and of itself, as well as in relation to

the existing environment.

(5) Performance. The project must demonstrate a high level of professional, technical, and functional proficiency in all aspects of performance.

(6) Partnering. The project should demonstrate a high degree of interdisciplinary partnering among the various design professions.

9. TYPES OF AWARDS.

a. Chief of Engineers Award of Excellence. A limit of one Chief of Engineers Award of Excellence may be given for a project in the Military Programs category, and one for a project in the Civil Works category. This award can only be given by unanimous decision of the jury for a project that truly exhibits excellence in all major professional design disciplines.

b. Honor Award. Honor awards will be given in both the Military Programs and Civil Works categories to projects which demonstrate or stimulate excellence in multiple design disciplines. The actual number of honor awards will be determined by the jury. An honor award can only be given to a project based on a majority decision of the jury and when there is no dissenting vote.

c. Merit Award. Merit awards will be given for projects in both the Military Programs and Civil Works categories. Merit awards may either be related to individual disciplines (i.e., a Merit Award in architecture, landscape architecture, engineering, environmental design, planning, interior design, energy conservation, research and development, etc.) or to multiple disciplines, at the discretion of the jury. The actual number of merit awards will be determined by the jury. A merit award can be given to a project based on the recommendation of a single juror if there are no dissenting votes from the other jury members.

10. POST COMPETITION ACTIVITIES.

a. Announcement of Winners. Winning projects will be announced shortly after each jury has made their final selections. Various media forms will be used to publicize the winners, such as the *Engineer Update*, the *Architectural Gargoyle*, a special Chief of Engineers Design and Environmental Awards Program color brochure, and

professional magazines.

b. Award Plaques. Appropriate organizations involved with the winning projects will receive award plaques. Plaques may be presented at an event(s) at the discretion of HQUSACE, such as in the field to appropriate MSC, districts, laboratories, or FOA, or at a USACE-wide awards ceremony.

c. Return of Materials. Submission materials of either winning projects or non-winning projects that are eligible to compete in the Department of Defense Design Awards Program will be retained by HQUSACE. All other non-winning projects will be returned after the judging.

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CONFIDENTIAL INFORMATION SHEET

CATEGORY: (Military Programs or Civil Works)

- 1. PROJECT.** Name of project (facility type constructed or type of other professional design work, such as a standard design, comprehensive master plan, installation design guide, etc.), and location (city, county, installation, lake, township, state, country, etc.).
- 2. PRINCIPAL DESIGN FIRM(S).** Name(s) and address(es) of firm(s) or organization(s) to whom the project should be credited. If joint ventures or other special arrangements were formed, so state. Provide the name(s) and phone number(s) of the Principal(s) in charge of the work.
- 3. DESIGN AGENCY(S).** The USACE MSC, district or technical center, laboratory, or FOA name(s) and address(es), including the point(s) of contact name, office symbol, and commercial phone number.
- 4. OWNER.** Name of organization or military department, including full address, point of contact, and commercial phone number.
- 5. SPONSOR.** Name of organization or agency, including full address, point of contact, and commercial phone number (for military facilities, this will normally be the same as the owner, i.e., the military department).
- 6. RELEASE OF INFORMATION.** I, (Commander's name), do hereby certify that permission has been obtained from the owner, sponsor, and photographer, to publish photographs and information concerning (project name and location) and hereby authorize the U.S. Army Corps of Engineers and the Department of Defense to use all submission materials.

Submitted by: (Commander's signature)
Typed Name
Title
Date

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LESSONS LEARNED

1. A one sentence summary was not provided with the narrative information, or the summary was much too long. The summary statement is very important for the project's initial presentation to the juries.
 2. The slide labeled as number one was inappropriate for the project's initial presentation to the jury, i.e., another slide would, and could, have made a better first impression on the jury members. The slide labeled as number one should be carefully selected to visually show what the one sentence summary is trying to express.
 3. An obsolete form was used in lieu of the new format for the Confidential Information Form at Appendix A. Previous instructions concerning the program are obsolete and should not be used.
 4. Too many photographic prints were provided. Graphic data (which includes drawings, photographs, and slides) is limited to twenty (20) sheets inserted back to back in ten (10) transparent sleeves, plus one sleeve of slides. Since the first sheet of graphic data must be an index, the maximum amount of drawings and/or photographs is nineteen (19).
 5. A duplicate black and white photographic print was provided for every natural color photograph which resulted in excessive graphic data. This was a requirement of previous instructions which is no longer necessary. A minimum of only one black and white print is required for each project.
 6. Sufficient copies of materials were not submitted. Two (2) duplicate sets of all materials are required. These additional sets must be labeled.
 7. The submission included photos and/or graphics of working drawings reduced to an unreadable 8" by 10" size which detracted from the submission.
 8. Project titles throughout the submission were inconsistent, or the title was incorrect or deceiving, such as indicating an overall facility in lieu of specifying an interior design only.
 9. The quality of the photography was lacking in a number of submissions. Dramatic, quality pictures are the number one key to a successful project submission.
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APPENDIX B